

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4358 (Rev. 13-03)		CIVILIAN OVERTIME AUTHORIZATION		<input type="checkbox"/> PAID <input type="checkbox"/> COMP	
SECTION I - REQUEST FOR OVERTIME					
FROM:			TO:		
			VIA:		
PERIOD			NO. HOURS REQUESTED		ESTIMATED COST <i>(Paid Overtime Only)</i>
FROM TO					
JUSTIFICATION: <i>(Explain why tasks cannot be accomplished within normal working hours or by temporary detail of personnel from other organizational components.)</i>					
DATE		SIGNATURE AND TITLE			
SECTION II - AUTHORIZATION OF OVERTIME WORK <i>(For use only by Approving Official)</i>					
RETURNED			AUTHORIZATION NUMBER		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <i>(See Comments)</i>					
COMMENTS:					
DATE		SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL			